

TASK 12: DEBRIEF EXERCISE EVALUATORS AND INITIATE CONSULTATION PROCESS

Description

Following the exercise, the RAC Chair conducts a post-exercise evaluator debriefing. Evaluators meet with team members and FEMA staff to summarize exercise observations and documentation and to identify exercise issues. A specific chronology of exercise events, or "timeline," is compiled to provide a frame of reference for evaluating exercise performance and time-sensitive activities such as alert and notification. Timing and format of the debriefing are determined by the RAC Chair. A consultation process between the RAC Chair, OROs, RAC members, and FEMA and NRC Headquarters is initiated to discuss exercise issues and determine appropriate corrective actions.

Milestone

The post-exercise evaluator debriefing should take place as soon after the conclusion of the exercise as possible (i.e., within one (1) day of the exercise). The consultation process should be initiated within two (2) days of the exercise date.

References

None.

Products

Consolidated chronology of exercise events (timeline). Data for use in EEM Evaluation Forms and Narrative Summaries.

Guidance

As soon as possible after the exercise, the RAC Chair should convene the evaluators for a debriefing on the exercise. The purposes of the debriefing are to secure accurate and complete information from evaluators which serves as the basis for the preliminary assessment to be presented at the participants briefing, and to determine if any issues were identified that might be classified as Deficiencies.

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If, as a result of this debriefing, the RAC Chair determines that there is a potential for classifying an exercise issue as a Deficiency, the RAC Chair must immediately notify the Field Operations Branch, FEMA Headquarters by telephone of this possibility. This initial notification should be followed within two (2) days by a written description of the issue and the reasons why the RAC Chair believes that it may be classified as a Deficiency. FEMA Headquarters staff will, in turn, notify NRC Headquarters.

The FEMA Regional Office will promptly initiate a consultation process with OROs, members of the RAC, and FEMA Headquarters. FEMA Headquarters will apprise NRC Headquarters of any exercise issues. The purpose of the consultation process is to:

- o classify exercise issues
- o determine appropriate remedial actions, including remedial exercises, drills, or other actions
- o determine which organizations should be involved in remedial actions